



Working with the Victorian Department of Education and Training

Wimmera Southern Mallee Local Learning and Employment Network Inc

Position Description and Selection Criteria

Position Title:	Project Officer:
Reports to:	Executive Officer
Employment Type:	Fixed Term Contract (until 31 st December 2019 – possible extension depending on funding)
Time Fraction:	Full time (negotiable 0.6 – 1.0 EFT)
Salary Package:	\$54,000 - \$58,000 (plus superannuation)
Date Prepared:	30 th April 2018

Objectives of the Position

The Wimmera Southern Mallee Local Learning and Employment Network (WSMMLLEN) is a not for profit community organisation whose mission is to facilitate partnerships to maximise successful learning and employment pathways for all young people in the Wimmera Southern Mallee region of Victoria (Hindmarsh, Horsham, West Wimmera and Yarriambiack shires).

We are looking for a confident, well organised 'people person' with strong communication skills. This position entails meeting with, and engaging, schools, training providers, community organisations and local businesses to improve education and life outcomes of the region's young people.

This purpose of the role is to support the delivery of LLEN programs including, but not limited to:

- the MATES mentoring program
- Let's Read
- Reading Buddies
- School Friendly Business program

- Structured Workplace Learning (SWL) program

The WSMLLEN is funded by the Victorian Government through the Department of Education and Training to assist young people at risk of disengaging, or who have already disengaged from education and training. The WSMLLEN brokers sustainable partnerships that support schools and the community to:

- identify young people that are at risk of disengaging from education prior to completing Year 12 or a vocational equivalent
- identify and provide the support, education options and pathways to enable those young people to remain in education

The SWL program aims to increase the numbers of young people undertaking workplace learning placements in places of employment, increase the alignment between vocational education and training (VET) provision and local industry needs and increase the number of Koorie young people undertaking workplace learning placements.

Duties include, but are not limited to:

1. Influence and support the capacity building of local stakeholders to ensure young people in the region have access to rewarding learning and employment pathways
2. Encourage active participation and engagement by relevant stakeholders to plan and deliver partnerships that benefit all young people in the region, particularly those experiencing high levels of disadvantage
3. Liaise with, and strengthen relationships between, all stakeholders and particularly between education and industry
4. Ensure all data collected is maintained in accordance with relevant policy and procedures and confidentiality compliance
5. Support the delivery of the SWL program to expand the number of quality placements available to young people in the region
6. Liaise with industry, secondary schools (both government and non-government) and VET providers to identify appropriate workplace learning placement opportunities, particularly in industry areas with strong vocational outcomes, and to facilitate, promote and coordinate access to these placements for young people aged 15 – 19 years
7. Work to increase Koorie young people's access to appropriate workplace learning placements
8. Other duties as required to adapt to a changing environment

Key Selection Criteria

The successful applicant must be able to demonstrate:

1. Highly developed interpersonal and communication skills
2. Ability to plan, schedule and lead the development of networks, projects and initiatives
3. Knowledge of the education and training systems in Victoria and an understanding of employers, skill shortages, industry and training needs within the Wimmera Southern Mallee LLEN geographical region
4. Ability to influence and inspire people to become involved in initiatives that improve outcomes for young people
5. An understanding of the needs of young people at risk of disengaging from school and/or training
6. Highly developed competence in report writing
7. Previous experience working in education, training, youth, community or business sectors
8. Highly developed computer skills in Word, Excel, PowerPoint, email, and databases

A qualification in youth work, education, training or career development is preferred but not essential. A relevant tertiary qualification or industry experience will be highly regarded

Other relevant information

- a current driver's licence is essential
- a Police Check and Working with Children Check will be required
- the position will be based in Horsham with travel throughout the region as required in the day to day performance of duties
- Wimmera Southern Mallee LLEN is an Equal Opportunity Employer
- Wimmera Southern Mallee LLEN offices and vehicles are smoke free environments
- the employee will work an average of 38 hours per week, Monday to Friday, usually between the hours of 8.30 am and 5.00 pm (or pro rata for part time positions)
- hours of work will be flexible to meet specific circumstances and to best perform the required duties and which may, on occasions, include evenings
- Probationary period – 3 months

APPLICATION DETAILS

The Committee reserves the right to make no appointment

To apply for this position please address the selection criteria, provide a covering letter, a copy of your resume and contact details of three referees. Applications in hard copy or electronic form should be sent to:

Tim Shaw
Executive Officer
Confidential - Project Officer Position
Wimmera Southern Mallee LLEN
PO Box 841
Horsham 3402

Email: eo@llen.com.au

All enquiries to Tim Shaw
Phone 03 5381 0122 Mob: 0427 810 122

Closing Date for Applications --- 5.00pm Tuesday 15th May 2018

Applications received after this time will not be considered.